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ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

12 NOVEMBER 3, 2010

November 3, 2010

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

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The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

COUNTYWIDE CLASSIFICATION ACTIONS INFORMATION TECHNOLOGY OCCUPATIONAL STUDY (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

SUBJECT

This letter will update the County Classification Plan to further implement the findings of the Countywide Information Technology (IT) Occupational Study within the departments of Health Services, Public Health, Public Library and Sheriff, and provide appropriate organization and position-classification structures in these departments.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance, amending Title 6, Salaries, of the County Code to reclassify 44 positions in four County departments as part of the implementation of the Countywide IT Occupational Study.

"To Enrich Lives Through Effective And Caring Service"

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Intra-County Correspondence Sent Electronically Only**

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification and compensation recommendations in this letter.

These recommendations will ensure the proper classification of positions based upon the duties and responsibilities and qualifications assigned to these jobs (Attachment A). This is the primary goal of the County's classification and compensation system. Positions reclassified upward, downward, and laterally are consistent with the class concepts of the proposed classifications.

These actions are recommended based upon accepted principles of classification and compensation and are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions and employees facilitates good business operations and can reduce the number of costly personnel-related problems.

Countywide Information Technology Occupational Study – Phase II

Phase I of the Countywide IT Occupational Study covered the classification and allocation of non-supervisory IT positions and created two new IT classification series covering IT Technical Support and Network functions. Implementation of Phase I included the reclassification of over 600 positions countywide.

Phase II of the Countywide IT Occupational Study covers the classification and allocation of supervisory and management IT positions. Previously, your Board has approved the creation of nine IT management and supervisory classifications along with four "principal" level IT classifications that reflect current-day information technology practices of public and private sector organizations. As we implement Phase II of the study, these new classes will be utilized across the County to ensure jobs of similar scope and responsibility are classified and compensated equitably. Where it is appropriate, we are also reviewing and reclassifying related, lower-level information technology positions.

Health Services – Administration

We are recommending the reclassification of three positions to formally recognize an earlier agreement between Health Services, the Chief Executive Office and the Chief Information Office to appropriately classify the positions in the Special Projects Section of the Application and Development Division that are dedicated to providing ongoing support to the development and maintenance of Human Resource Management Information Systems.

In addition, we are amending the department's staffing provision to correct a posting error from an earlier ordinance adopted by your Board on September 15, 2009.

Health Services Northeast Cluster – LAC-USC Medical Center

The reorganizations of the central IT Bureau in the Department of Health Services Administration and Martin Luther King Jr. Information Services Division were reported out to your Board in a series of four Board letters in 2009. We are continuing with this phased approach as we implement Phase II findings in the various facilities within Health Services. In restructuring the IT functions within Health Services, we are establishing appropriate organization and position-classification structures to facilitate the integration of IT work throughout Health Services. These actions also assist with the recruitment and retention of technical skilled staff and reduce reliance upon contract agency personnel. Specifically at LAC-USC Medical Center, we reviewed a total of 77 IT positions, of which 26 are being recommended for reclassification in this letter (Attachment A).

Public Health – Environmental Health

Two positions within the Environmental Health's IT unit in the Department of Public Health are being reclassified in order to provide highly technical information technology analysts to support current systems and provide project lead for the new Environmental Health Permit and Inspection Management System (EHPIMS). This enterprise system will provide automation support across Environmental Health's 26 programs and will be utilized by the department's 800 plus employees.

Public Library

The Countywide IT Occupational Study identified over 30 outdated classifications that are being eliminated. This included the Information Systems Support Analyst series; two of these positions allocated in the Public Library are being reclassified to reflect the duties currently assigned to the incumbents.

Sheriff

Eleven positions allocated to the Sheriff's department were inadvertently not included in the centralized implementation of Phase I of the IT Occupational Study. These positions are being reclassified to the IT Technical Support (9) and Network Administration (2) series.

Implementation of Strategic Plan Goals

Your Board's approval of the accompanying ordinance will further the County Strategic Plan Goal 1 - Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County.

FISCAL IMPACT/FINANCING

The projected budgeted costs for the 44 positions that will be reclassified are estimated to total \$338,865 (all funds). Net County cost is estimated to be \$215,973. Cost increases associated with the upward reclassification actions will be absorbed within the adopted budget for each affected department. No additional funding is required. Please note that for the Department of Health Services, these IT reorganizations will not result in any increase in the number of budgeted positions or in the net County cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate notifications have been made with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

The Honorable Board of Supervisors
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IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through proper classification and compensation of positions and employees.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:EFS:SJM
SC:KP:ra

Attachment

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Affected Departments
Human Resources

ATTACHMENT A

RECOMMENDED RECLASSIFICATIONS FOR INFORMATION TECHNOLOGY POSITIONS (All positions are non-represented unless otherwise indicated)

HEALTH SERVICES - ADMINISTRATION

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Application Developer II Item No. 2521A — <i>Represented</i> (N2M 92C)	1 1	Information Systems Analyst II Item No. 2591A — <i>Represented</i> (NM 92B) Senior Application Developer Item No. 2525A — <i>Represented</i> (NM 97B)
1	Senior Information Systems Analyst Item No. 2593A (NM 99E)	1	Database Administrator Item No. 2620A (NM 104H)
3			

HEALTH SERVICES – LAC-USC MEDICAL CENTER

No of Pos.	Present Classification	No of Pos.	Classification Findings
4	Information Systems Analyst II Item No. 2591A — <i>Represented</i> (NM 92B)	3 1	Application Developer II Item No. 2521A — <i>Represented</i> (N2M 92C) Network Systems Administrator II Item No. 2559A — <i>Represented</i> (NM 93F)
3	Information Systems Manager I Item No. 2573A (NM 109H)	2 1	Information Technology Manager II Item No. 2571A (N23 S12) Information Technology Specialist I Item No. 2569A (NM 109H)

HEALTH SERVICES – LAC/USC MEDICAL CENTER (continued)

No of Pos.	Present Classification	No of Pos.	Classification Findings
4	Information Systems Supervisor I Item No. 2595A (NM 99E)	1	Information Technology Technical Support Supervisor Item No. 2548A (NM 95F)
		2	Principal Information Systems Analyst Item No. 2594A (NM 103H)
		1	Senior Application Developer Item No. 2525A — <i>Represented</i> (NM 97B)
2	Information Technology Supervisor Item No. 2598A (NM 104H)	1	Departmental Information Security Officer I Item No. 2611A (NM 103E)
		1	Information Technology Manager I Item No. 2565A (N23 S11)
1	Information Technology Technical Support Analyst I Item No. 2545A — <i>Represented</i> (NM 83F)	1	Application Developer I Item No. 2520A — <i>Represented</i> (N2M 90C)
1	Principal Application Developer Item No. 2526A (NM 103E)	1	Information Technology Manager I Item No. 2565A (N23 S11)
1	Senior Application Developer Item No. 2525A — <i>Represented</i> (NM 97B)	1	Application Developer II Item No. 2521A — <i>Represented</i> (N2M 92C)
5	Senior Information Systems Analyst Item No. 2593A (NM 99E)	1	Application Developer II Item No. 2521A — <i>Represented</i> (N2M 92C)
		1	Information Technology Manager I Item No. 2565A (N23 S11)
		1	Information Technology Technical Support Supervisor Item No. 2548A (NM 95F)
		1	Principal Information Systems Analyst Item No. 2594A (NM 103H)
		1	Principal Operating Systems Analyst Item No. 2552A (NM 104H)

HEALTH SERVICES – LAC/USC MEDICAL CENTER (continued)

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Senior Information Technology Technical Support Analyst Item No. 2547A — <i>Represented</i> (NM 91F)	1	Information Technology Supervisor Item No. 2598A (NM 104H)
4	Senior Network Systems Administrator Item No. 2560A — <i>Represented</i> (NM 97F)	1	Principal Network Systems Administrator Item No. 2561A (NM 103H)
		3	Senior Operating Systems Analyst Item No. 2551A — <i>Represented</i> (NM 100C)
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Public Health – Public Health Services

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Information Systems Analyst II Item No. 2591A — <i>Represented</i> (NM 92B)	1	Senior Information Systems Analyst Item No. 2593A (NM 99E)
1	Information Technology Supervisor Item No. 2598A (NM 104H)	1	Principal Information Systems Analyst Item No. 2594A (NM 103H)
2			

Public Library

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Information Systems Support Analyst II Item No. 2535A (N2M 92F)	1	Senior Operating Systems Analyst Item No. 2551A — <i>Represented</i> (NM 100C)
1	Senior Information Systems Support Analyst Item No. 2536A (NM 97E)	1	Senior Information Systems Analyst Item No. 2593A (NM 99E)
2			

Sheriff – General Support Services

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Information Systems Analyst Aid Item No. 2588A — <i>Represented</i> (NM 82L)	2	Information Technology Technical Support Analyst II Item No. 2546A — <i>Represented</i> (NM 87F)
7	Senior Information Technology Aide Item No. 2585A — <i>Represented</i> (NM 77F)	5 2	Information Technology Technical Support Analyst II Item No. 2546A — <i>Represented</i> (NM 87F) Network Systems Administrator I Item No. 2558A — <i>Represented</i> (NM 89F)
2	Senior Information Technology Aide Item No. 2585N — <i>Represented</i> (NM 77F)	1 1	Information Technology Technical Support Analyst II Item No. 2546N — <i>Represented</i> (NM 87F) Network Systems Administrator I Item No. 2558N — <i>Represented</i> (NM 89F)
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